

Job Duties: Retirement Analyst (part-time, temporary)

The Revere Retirement Board is seeking to fill a part-time, temporary Retirement Analyst position.

Salary/Hours: \$22-\$25/hour, 18 hours per week.

Reports to: Administrator and Board

Summary of Responsibilities: Under the general supervision of the Administrator and Retirement Board, performs administrative and operational functions in accordance with the policies set by the Board, MGL c. 32 and related laws. Effectively communicates with member, vendors and others verbally and in writing.

Duties and Responsibilities include but are not limited to:

- Perform accounting.
- Scanning and filing all documents coming into the office.
- Scanning of older documents to create archives.
- Sorting older files and records in boxes to determine which items can be properly disposed of or stored off site.
- Obtaining missing documents from members and retirees to assure files are complete.
- Assuring that all changes to member and retiree information are properly documented.
- Special Projects including obtaining and tracking inactive member addresses.
- Assist in creating a written standard operating procedures for office.
- Assist Administrator and Assistant Administrator in all office functions, learn all retirement office functions.

- Greet visitors and answer phones.
- Seek new ways to improve efficiencies and recommend policy adjustments accordingly.
- Meet all deadline requirements timely.
- Maintain confidential information.
- Back up to the Assistant Administrator in his/her absence.
- Other related duties or special projects as assigned by the Board or Administrator.

Please apply with a cover letter and resume by **October 18, 2019** to:

Mr. Sandor Zapolin
Retirement Administrator
Revere Retirement Board
281 Broadway
Revere, MA 02151

or szapolin@revere.org